6 January 1966

MEMORANDUM FOR: Director of Central Reference

THROUGH   : Chief, Document Division, OCR

SUBJECT   : Item Register System

1. The attached outline of Optional Implementation Programs for Item Identification Register lists and compares three possible routes which can be taken to accomplish the recommendations of Task Team II Report (T/II/R-1 dated 13 August 1965).

2. All three routes assume that a CIA Project Leader will be appointed to organize and carry through to completion any route chosen. This will require full time of a Project Leader in addition to part time support from the CODIB Support Staff, the members of which are most knowledgeable about SCIPS and Task Team II experience.

3. The route of hiring an outside contractor team was rejected for the following reasons:

  a. Delay in clearing a contractor for special material.

  b. A Project Leader would have to spend a great deal of valuable time indoctrinating and training a contractor.

  c. Data collection per se cannot be done by a contractor.

  d. The machine development work does not need a contractor.

  e. There is not much left other than the transcription work. It is true that some system design and planning could be accomplished by a contractor.

- 2 -

4. The figures for machine development were supplied by OCS/Application Division and are based on the use of existing programs (e.g. FICEUR and other used by OCS). These figures (see Attachment 2) do not include costs of Functions 5 (System Modification) and 6 (System Maintenance) as listed on pages 25 and 26 of Task Team II report (see Attachment 3), because it is difficult to estimate without knowing in advance the results of the Evaluation (Function 4). A rough guess at the upper limit might be: 1/2 man month of analytic time plus one man-day per month of machine system maintenance (or other OCS time) and 5 hours of machine time. These figures represent indefinitely continuing costs.

5. Without doubt, Route 1 (CHIVE Catalog) is the quickest and easiest route, but also the weakest in quality and coverage, and can be estimated only up to the point of evaluation. Route 2 (In-house) starts with lower limits than Route 3 (Community Participation), namely 1500 items, presuming that this Route can test the system design and procedures prior to full scale operation. Expansion to full operational capability will have to proceed either as Route 2 or 3. Therefore, eventual costs to CIA (as Executive Agent) and/or CODIB members cannot be based on Route 1.

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Chief, Analysis Branch

Attachments: 3

1 - Outline of Optional Implementation Programs for Item Identification Register

2 - OCS Support of CODIB Task Team II

3 - Pages 25 - 26 of Task Team II Report

OPTIONAL IMPLEMENTATION PROGRAMS FOR ITEM IDENTIFICATION REGISTER

	ROUTE 1 CHIVE CATALOG	ROUTE 2 IN-HOUSE (Special Register and Document Div.)	ROUTE 3 IN COMMUNITY (USIB Agency Participation)
INPUT			
Volume	200-400 items (China only)	1500-3000 (World-wide)	3000-5000 (World-wide)
Methodology	1. Entries (all but 1 element of information recommended by Task Team II Report, page 11, included) written on 5x8 cards. 2. System design to be determined	1. System design and preparation of Manual of Instructions 2. Formatted forms filled in as documents or series received in Divisions 3. Editing by Project Leader 4. Reviewed for completeness by producing agency	1. System design and preparation of Manual of Instructions 2. Formatted forms filled in as documents are collected or identified 3. Editing by Project Leader
Timing (to Evaluation)	1. CHIVE input to Catalog finished Jun 66 2. 1-2 weeks to complete those items or series not considered by CHIVE 3. System design - 2 weeks	1. System design and preparation of Manual - 1 man month 2. Forms to be filled in - 1½ man months in each Division	1. System design and preparation of Manual - 1 man month 2. Forms to be filled in - 1 man month each Agency

Manpower Costs Analytic	1. 2 man weeks of additional data collection
	 2. 2 man weeks of System design
	 3. 1 man week of editing
		1. System design - 1 man month
		 2. Data collection and filling in of forms - 3 man months minimum
		 3. Editing - 2 man weeks
			1. System design - 1 man month
			 2. Data collection and filling in of forms - 1 man month each
			     State
			     DIA
			     Army
			     Navy
			     Air
			     CIA (to take care of CIA, Foreign, Miscellaneous)
			 3. Editing - 2-3 weeks

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	ROUTE 1 CHIVE CATALOG	ROUTE 2 IN-HOUSE	ROUTE 3 IN COMMUNITY
Machine Development	1. ½ man week - system design 2. 2 man weeks - programming and testing 3. 1 man week - initial system operation 4. ½ man week - key punch	1. ½ man week - system design 2. 3 man weeks - programming and testing 3. 1 man week - initial system operation 4. 1 man week - key punch	1. ½ man week - system design 2. 3 man weeks - programming and testing 3. 1 man week - initial system operation 4. 1 man week - key punch
ADVANTAGES	1. Quickest and cheapest 2. Data collection 3/4 finished 3. All elements but "Category" entered in clear text on 5x8 card	1. World wide coverage 2. OCR Divisions are familiar with document input 3. In-house probably would be completed sooner than in-community (Route 3) 4. Could take advantage of CHIVE list on China 5. Easier to control and provide consistency 6. 1500 items could serve as test before full scale operation	1. World wide coverage 2. Each agency most familiar with its own series 3. Pooling of resources - fairer in dividing manpower costs 4. Most thorough and complete product
DISADVANTAGES	1. Delaying action for complete Register 2. Weakest coverage - China instead of world 3. Evaluation can be on format and methodology only 4. Only a relatively unrepresentative sample of world coverage can be evaluated 5. Items not considered by CHIVE - bibliographies and indexes - will have to be added and these may be world wide. 6. Does not follow recommendations of Task Force II	1. Divisions will have additional responsibility without additional manpower 2. Work will fall on CIA entirely - OCR. Where will the OCR man power come from? 3. Some Defense series are not received in or cognizant by OCR.	1. Costliest in manpower 2. Slowest to production or operational stage 3. Input is decentralized 4. Some repetition with what is already being computer produced by DIA in its Production Center Intelligence Production Index, issued quarterly. A world wide DoD Index planned.

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CONCURRENCE	INFORMATION	SIGNATURE

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